



PHOENIX
EMA
RYAN
WHITE
PLANNING
COUNCIL

Allocations Committee

Wednesday, April 5, 2006
3:00 pm
Public Health
4041 North Central Avenue
Phoenix, AZ 85012-3330
15th floor, Joshua Room

The following provides a written summary of recorded minutes. To listen to the official recorded minutes, contact Planning Council Support. The recording will be provided for review.

MEETING MINUTES

Attended: Debby Elliott, Maclovio Zepeda, Marc Allan, Mark Kezios, Randall Furrow, Stephen O'Dell

Alternates:

Excused: Fran Garrett, Larry Stähli, Michelle Barker

Absent:

Guests: John Saperro, Michael Bryson, Jane DuFrane, Kevin McNeal, Cheri Tomlinson, Harold Phillips

Welcome, introductions and statements of conflicts-of-interest

Marc Allan called the meeting to order and welcomed the attendees. Everyone introduced him/her self and declared any conflicts-of-interest.

Determination of quorum

Marc Allan determined that quorum was established, with six of nine members present at 3:17 p.m.

Review and approval of the minutes for the March 15, 2005 meeting

MOTION: Mark Kezios moved to accept the minutes. Randall Furrow seconded.

DISCUSSION: None.

OUTCOME: The motion passed. [During the meeting, a vote count confused the outcome, but a review of the minutes proved the motion passed with three for the motion and two abstentions.]

Larry Stähli
Allocations Committee Chair

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MEETING MINUTES *continued*

Administrative Agent update

Kevin McNeal presented a 2006 service category funding comparisons of allocations versus actual awards.

Action Item	Responsible	Due
Research funding decision to determine why Minority AIDS Initiative funding was cut	Jane DuFrane	4/11/06

Most of the contracts are now before the Board of Supervisors and the grantee does not anticipate any gaps in the provision of services.

A draft of the Pinal County Needs Assessment will be distributed via email within a few days.

Results of model development for Targeted Outreach Services are expected within one month.

Committee Chair update

Allocations Vice Chair Marc Allan discussed ground rules for conduct within the meeting.

Carry-Over Discussion

The committee discussed proposals for the reallocation of carry-over funds to be spent by the end of this grant year. Documents (available from PCS) that were distributed to aid in the process were draft service utilization reports, 2006 service category funding comparisons of allocations versus actual awards, and a summary of the proposals with the Administrative Agent's recommendations for funding levels. Attendees and the public had an opportunity to ask questions and make recommendations.

Harold Phillips discussed how it is permissible to reallocate carry-over funds to service categories to match the previous year's funding provided that the grantee can show that the categories fully utilized it. A consensus agreed that matching the funds' levels was negligible for most categories and impractical, so *increases* to categories would be considered individually based upon data.

Harold Phillips stated technical assistance may be used by the grantee in administration of the grant, or the Planning Council in enhancing access to care, program development, and in training for determining priorities and allocations.

Jane DuFrane reported that the grantee is working collaboratively with Title II on a revised care strategy for Pharmaceuticals. She recommended that the committee fund up to \$150,000 *if necessary* for staff from 3/1-8/31/06.

MEETING MINUTES *continued*

Action Item	Responsible	Due
Clarify the EMA's portion of the technical assistance cost share and its uses	Harold Phillips	4/11/06
Confirm that a single request for carry-over is preferred to multiple requests after additional data is obtained	Jane DuFrane	4/11/06
Determine costs of centralizing eligibility	Jane DuFrane	4/11/06

Through a series of motions with discussion, the committee recommended a slate of reallocations for carry-over funding with \$324,894 remaining to be reallocated. [During the meeting, an addition error made that total appear to be \$5,000 greater at \$329,894.]

After approximately 2½ hours, quorum was lost and the committee continued as a workgroup for 15 minutes.

Current events summaries

This item was tabled.

Call to the public

This item was tabled.

Adjourn

The meeting adjourned at approximately 5:57 p.m.

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